



## Health and Safety Arrangements

*This document is a template to be adapted, approved and implemented at school level. The AST Executive Team will be able to offer advice and support to schools in adapting this template to local needs.*

### **Review Schedule:**

These arrangements will be reviewed annually.  
They were adopted in 01/09/21 and will be reviewed in 01/09/2022.

### **Status and publication:**

These arrangements are set by the school Headteacher, and are monitored by the Local Governing Body.

## Introduction

Athena Schools Trust (AST) has set a Health and Safety (H&S) Policy that applies to all schools. This policy outlines the Trust's aims in respect of H&S, and sets roles and responsibilities. The policy requires schools to define and implement H&S arrangements that are appropriate for the local school context.

This document:

- Identifies key individuals with responsibility for Health and Safety in the school
- Explains how and to whom incidents or concerns relating to H&S should be reported
- Outlines the H&S operational arrangements that will be implemented at Shalford Infant & Nursery School

The arrangements outlined in this policy will, as a minimum, meet the standards and requirements listed in the AST Health and Safety Policy.

The headings for the H&S arrangements are defined by the AST Health and Safety Policy. Due to the context of individual schools, it may be appropriate for entire headings to be marked as 'not applicable'.

This document defines H&S arrangements within the school and applies to all staff, pupils, governors, hirers, visitors and contractors.

**The primary aim of the AST Health and Safety Policy is to ensure that all staff, pupils and visitors in our schools are kept safe. AST does not seek to implement a 'blame culture' and encourages the reporting of all Health and Safety incidents and concerns without fear of consequences.**

Where isolated incidents have arisen from genuine and reasonable mistakes or accidents and are appropriately reported, disciplinary action will not be taken. Where incidents are the result of deliberate, reckless or negligent acts, are repeated, or are not reported, disciplinary action may be considered.

## Key Personnel

The Headteacher is ultimately responsible for H&S within the school.

While this ultimate responsibility cannot be delegated, the Headteacher has chosen to delegate specific responsibilities as follows:

Lauraine Banks, School Business Manager

Natasha Brown, School Secretary

The Governor responsible for oversight of H&S is xxxxx

## Arrangements

### 1. Risk Assessments:

The following arrangements have either been established through risk assessment at school level (or are based on national standards), and may be supplemented by additional policies and documentation at a departmental level. They are intended to mitigate risks to an acceptable level.

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds. These are stored on the school network and are available for staff to inspect and refer to as necessary.

The school ensures that staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

## **2. Accident and Incident Reporting:**

### *2.1 Students:*

All accidents to students, staff and visitors involving injury are to be recorded by the member of staff dealing with the incident by using the standard reporting form available from the Main Office and then returned to the H&S Coordinator.

The H&S Coordinator will review the form and any corrective actions recommended. In addition, any reportable incident will immediately be notified to AST and entered onto the relevant incident reporting system. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. RIDDOR reports will additionally be made by the H&S Coordinator as and when required.

### *2.2 Near Miss Incidents:*

For any near miss incident, which is an incident with the potential to have caused serious injury to a person or significant damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to AST and any other authority. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

### *2.3 Behaviour Incidents:*

These include violence, bullying and harassment and are to be recorded by the member of staff dealing with the incident by using the standard reporting form available from the Main Office and then returned to the H&S Coordinator.

## **3. Health and Safety Monitoring and Inspections**

The school will proactively inspect its facilities to ensure that they are safe for use, and will monitor compliance with this policy.

The School Business Manager is responsible for arranging the following routine building inspections as necessary:

- Asbestos monitoring
- Legionella testing
- Fire extinguisher inspection
- Portable appliance and fixed wire testing
- Fire risk assessment
- Fire alarm inspection and testing

- Playground equipment inspection

Heads of Department are responsible for the inspection of any specialist equipment used within their department (e.g. sports equipment, scientific apparatus etc).

Regardless of the measures listed above, all staff remain responsible for checking the safety of work areas, equipment and procedures before, during and after activities. Staff must report and, where necessary, record actions and problems relevant to this policy.

Accident / incident reports will be monitored by the H&S Co-ordinator and reviewed with the staff involved in order to identify potential lessons to be learned, training needs etc. The H&S Co-ordinator will periodically present a summary of accidents and lessons learned to the Finance and Premises Committee.

In order to promote a culture of proactivity and constructive challenge, a regular 'health and safety walkaround' will be carried out – typically this will be attended by Health and Safety Co-ordinator and the nominated Governor for Health and Safety (or another Governor or nominated person). Queries and actions arising from this walk around should be documented and available for viewing by the Finance and Premises Committee. A copy should also be sent to the Athena Schools Trust.

#### **4. Fire Evacuation and other Emergency Arrangements**

Full details of emergency evacuation procedures are included in the Fire Safety Procedures Policy. When the fire alarm is sounded, occupiers of the main school building will evacuate to the assembly point in the following manner:

Pupils will immediately leave what they are doing and line up in a quiet and orderly manner. Staff will then lead the children out onto the playground, checking the toilets and unoccupied rooms before they leave the building.

Administrative support staff in the school office will pick up the emergency grab bag, the registers, the signing in book and move to the assembly point.

The caretaker will investigate the cause of the alarm (ensuring that they do not risk their own safety) and will arrange for the emergency services to be contacted if necessary.

At the assembly point, the Headteacher will be ultimately responsible for ensuring a roll-call of all students, and will decide on the appropriate course of action if any pupils are believed to be missing.

The fire alarm is tested weekly, and fire evacuation drills are carried out termly, arranged by H&S Co-ordinator. All fire exits/escape routes to be appropriately signed, and kept maintained and free from blockages.

#### **5. Fire Prevention, Testing of Equipment and Electrical Safety**

The school routinely tests fixed electrical installations in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use (i.e. check equipment and plug undamaged and that wires are not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use). In addition, portable electrical equipment is subject to a testing in line with guidance on the checking of electrical equipment supplemented by local experience.

Consideration should be given to the safe use of equipment, regardless of its condition. For example, procedures must be in place within departments to ensure that hot equipment is turned off when not supervised. All staff are responsible for ensuring that equipment used by them is being operated safely, and should contact the H&S coordinator if they believe that additional training is necessary.

## **6. First Aid and Medication**

The school has a separate First Aid and Medical policy, which details the school's approach to First Aid and administering medicines.

## **7. Offsite Visits**

The school has a separate Educational Visits policy, which details the school's approach to managing risk on such visits. Any off-site activities involving students (apart from routine sports fixtures) are considered to be an Educational Visit.

## **8. Health and Safety Information and Training**

All employees will be given:

- Induction training in the requirements of this policy
- Update training in response to significant change
- Training in specific skills needed to execute this policy
- Refresher training where monitoring establishes need

All pupils will be given training in emergency procedures and take part in fire drills as deemed appropriate by the Headteacher.

Key H&S information will be published as deemed appropriate, for example:

- Fire evacuation routes will be published in each classroom
- Reference information for staff will be included in the staff handbook

Attendance at training is to be recorded, and such records are kept in the School Office.

## **9. Personal Safety / Lone Working**

Staff must inform someone else when working alone at the school, preferably another member of staff or someone they live with who has access to the contact number of another key holder. This information should include the approximate time that they expect to be leaving, and a contact for them while they are at the school site.

Staff working alone should not undertake activities with a heightened degree of risk (e.g. use of stepladders) and should keep a mobile phone with them at all times.

Personal security care should be taken when leaving premises.

## **10. Tools, Plant and Equipment**

Tools, plant and equipment should be kept well maintained, and serviced where necessary according to a reasonable service schedule. Records of tool maintenance and servicing should be kept.

Tools and plant should only be operated by staff who are appropriately trained and confident in their ability to safely operate the item in question. Staff should not use equipment if they have concerns over the safety of the item or their ability to use it – in these circumstances, they should contact their line manager or the H&S Coordinator for further advice.

Personal protective equipment should be used in line with the manufacturer's recommendation.

## **11. Flammable and Hazardous Substances**

The Caretaker (with appropriate support from the SBM) will complete a COSHH assessment for all hazardous substances used on site.

The associated procedures and control measures will be funded and enforced.

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the COSHH Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc and biological hazards.

The use of hazardous substances in school will be kept to a minimum.

Where the use of such substances is necessary, COSHH assessments are undertaken by the relevant department, and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances they should initially speak to their Line Manager.

All hazardous and flammable substances (including, for example, fuel for groundskeeping machinery) must be stored in suitable containers in a secure location.

## **12. Asbestos**

An asbestos register is held by the School Business Manager, which lists any and all locations where asbestos is located/suspected.

Risk management procedures are undertaken in respect of all observed instances of asbestos, and must be sufficient to keep the area safe. These procedures are documented in an Asbestos Management Plan, and will typically involve either removal of the asbestos containing materials, or ensuring that materials are appropriately encapsulated and protected, and are regularly monitored to ensure that they remain safe.

The asbestos register must be consulted before any works are undertaken on the site. All works must proceed with an awareness that unknown asbestos containing materials may be present on the site and due care and attention must therefore be taken.

Any staff who are likely to undertake works that could potentially disturb unknown asbestos containing materials (e.g. caretakers) should be given training in asbestos awareness.

## **13. Contractors Working on Site**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

### *13.1 Service Contractors:*

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc, to those on site daily, e.g. cleaning staff. The service contract will specify what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods must take into account how they will impact upon staff, students and other visitors on site.

The school will provide details of its H&S arrangements to the contractors where relevant and where necessary, contractors will be consulted over emergency arrangements.

### 13.2 *Building Contractors:*

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. All contractors are expected to undertake a reasonable risk assessment of their activities to ensure that they do not jeopardise the health of their own employees, staff, students or visitors. The extent of this assessment will be proportionate to the scale of the work being undertaken.

Such risk assessments should include consideration of the following hazards:

- Slips/trips/falls as a result of contamination of surfaces
- Persons being hit by falling objects
- Inhalation of smoke/fumes /dust
- Contact with machinery or vehicles.

### 13.3 *Minor Works:*

Minor works include day-to-day maintenance work and all work that is not sufficiently significant enough to justify the use of a formal JCT contract. Such projects will generally not require a formal pre-start meeting on site.

- All contractors should report to the school office on their arrival and under no circumstances are they to commence work until given approval to do so by the Site Manager
- Before any work is commenced, it is essential that the Site Manager is made aware of:
  - What work is to be undertaken
  - Where the work is to be carried out
  - An indication of the likely timescale
  - What equipment is to be used
  - What services are required
- Before work begins, the contractors must be advised by the Site Manager:
  - Where they can gain access to services
  - The evacuation procedure for the building
  - The location of any asbestos known to be present in the work area
  - Any precautions necessary in respect of other persons likely to be in the vicinity
  - Any particular problems with the work, e.g. access may still be required to the area
- The contractors must be issued with a visitor's pass and advised that it must be worn at all times whilst on site.
- The contractors must be advised who to contact on site if they have a problem.

### 13.4 *Large Scale Building Works:*

This encompasses all work undertaken under a JCT (or equivalent) contract, which will typically involve work where part of the site is completely handed over to the contractor.

Such work will usually come under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre-start meeting will take place and the Business Manager or Headteacher will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

For all contractors working on-site, the school must consider whether or not a DBS clearance is necessary, giving consideration to the Safeguarding and Vulnerable Groups Act 2006. If a contractor does not present a valid DBS clearance, consideration must be given to measures to minimise any risk to student safety.

## **14. Work at Height**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when standing on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds.

Many employees will therefore undertake an element of work at height and the following measures should be taken:

### **14.1 Regular Operations:**

Regular operations (e.g. the use of stepladders) may be undertaken by staff provided that:

- Consideration is given to safety
- The activity is not rushed
- Another member of staff is present to provide support, and to assist in the event of an accident
- Staff avoid operations that significantly aggravate risk (e.g. use of heavy tools, stretching to reach items out of reach etc)

### **14.2 Specialist Operations:**

These are where specific high-level access equipment is to be used and where additional information will be required. This may include use of access scaffolding and specialist ladders, and will usually require the support of a specialist contractor.

## **15. Moving and Handling**

The relevant Line Manager will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc). Wherever possible, manual handling operations will be eliminated.

If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation (for example, training, and the use of assistive equipment).

The SBM will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

Staff are responsible for alerting their line manager if they are uncomfortable with any manual handling requirement. Staff should not undertake any manual handling activity without consultation unless they are confident that it is safe to do so.



## **16. Display Screen Equipment (DSE)**

Any employee who is classed as a 'user' as defined by the DSE regulations, which lays down specific requirements for workstations incorporating computers etc, must complete a 'user audit' for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test (which can be arranged in consultation with the Finance Office) and payment for a basic set of glasses where they are required primarily for use with DSE. User audit forms are available from the H&S Coordinator.

Particular care should be taken with respect to laptop computers, which are not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the lap top then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically, it is recommended that a separate keyboard and monitor are used, which can be obtained from the ICT technicians.

## **17. Catering and Food Safety**

This section of the arrangements considers school catering, and does not relate to food preparation in a curriculum context (e.g. Food Technology), which is considered under Specific Curriculum Arrangements below).

### *17.1 School Meals:*

The school employs a third party company, Innovate to provide school meals. The service contract specifies that Innovate is responsible for ensuring the safe preparation and serving of school meals. The school retains responsibility for ensuring safe conduct of students in the dining area, and for ensuring that dining facilities are safe, clean and well maintained (see housekeeping arrangements below).

### *17.2 Other catering provision:*

The school may, from time to time, serve food outside of a school meal context, for example, at fundraising events, BBQs and community lettings. The school retains responsibility for food safety at such events, so must ensure that safe practices are observed. Typically, this will involve understanding what food will be prepared and agreeing appropriate measures in respect of training and food safety precautions.

## **18. Playground Safety and Supervision**

During break times, there will be an appropriate number of staff on duty in the playground. There is a medical bag with accident book in the playground, to deal with minor accidents and a walkie talkie to summon extra help if needed. All staff have a whistle to use if the playground needs to be cleared quickly. There is also a spare whistle in the first aid bag.

Children will be shown how to use play equipment safely.

The Caretaker will inspect the playground daily for any maintenance problems.

## **19. Vehicles and Transport**

The options for transporting students off-site are:

**19.1 Use of employee's vehicles:**

Employees can transport students/equipment in their own cars or drive to other venues during the working day only when accompanied by another adult. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.

**19.2 Use of Professional Transport:**

The vehicle and driver are hired in as a service from a reputable source. This is the usual practice for school trips.

**19.3 Parents' Transport:**

If needing to use this option the parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. These arrangements, and any associated lift sharing, are entirely the responsibility of the parents.

## **20. Stress**

The school is committed to maintaining a healthy and safe workforce environment and to take reasonable steps to reduce health and safety risks from stress in the workplace.

The school is aware that there are many factors, both work related and personal, which may contribute to staff ill health including stress. The following arrangements are in place to locally manage staff health issues:

Staff are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any relevant health issues.

Where necessary, an appropriate senior member of staff will meet and discuss the health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.

The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc. All AST staff are also provided with access to an Employee Assistance Programme, should they wish to obtain confidential advice and support at any time.

The member of staff will be advised that support can also be provided through their trade union.

A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.

If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## **21. Legionella and Water Assessment**

The SBM will ensure that an assessment of the risk of exposure to legionella bacteria within the site has been undertaken and is reviewed appropriately.

The school will undertake reasonable measures to minimise the risk of exposure to legionella, which may be a combination of remedial plumbing works (where defects are identified) and management activities (e.g. water temperature monitoring, periodic testing of water quality).

## **22. School Swimming and Pools**

N/A

## **23. Work Experience**

Whenever students are out of school for work related learning/work experience the placement they are attending is assessed in order to meet the duty of care requirement on the school. Whenever a student is on placement for work experience, whether block or extended, they are treated by the placement as an employee whilst with them, and for such placements a H&S check must have been completed and the firm assessed as suitable by the school.

## **24. Access Control and Security**

The SBM is responsible for managing access and security on the school site.

The site is arranged such that there is clear separation between areas of the site that are accessible to the public (i.e. the entrance area) and those accessible to the students. All visitors are required to pass through a named reception area in order to access the secure areas of the site, and are required to sign in, wear a visitor's badge, and to be escorted as necessary. The school site is appropriately fenced so as to prevent students or visitors moving from one area of the site to the other unless permitted to do so.

During collection and drop-off, the site is, by necessity, open to parents to access for collection. Parents meet their children in a designated location, and the child is released to the parents using a process that is appropriate to the age of the children. Arrangements will be in place to ensure that children are not collected by anyone other than the parent or carer unless prior arrangement has been made with the school.

## **25. Lettings**

The school regularly hires out its facilities to community groups in order to generate funds for the school, and to support the local community.

All hirers will be met at the start of their hire (or, in the cases of regular hirers, at the start of their first session as a minimum) and given an induction briefing. This will include matters such as the location of fire exits and exit routes, which areas may be accessed by the group, and any known hazards in these areas. While the school is responsible for ensuring that rooms and facilities are safe and well maintained, the hirer is responsible for ensuring that their activities comply with Health and Safety regulations, and for undertaking any necessary risk assessments.

All hirers will be issued with a copy of the school Child Protection Policy, and is responsible for ensuring that their letting complies with Safeguarding requirements. The school is aware that this does not necessarily mean that all adults using the site will have DBS checks (for example, a letting targeted at an adult audience many not be required to undertake such checks). Therefore, the school will not usually schedule lettings at times when students are in school, and where such lettings are scheduled, consideration will be given to measures necessary to manage risk (e.g. ensuring the DBS checks are in place for all adults present). Any school activities running out of school hours must recognise that the site is no longer 'secure' and student must be appropriately supervised.

## **26. Infectious Diseases**

Advice will be sought from the EA and the Health Protection Service in the event of an outbreak of an infectious illness.

## **27. Housekeeping, Cleaning and Waste Disposal**

Caretaker and cleaning contractors come in daily. They wash/vacuum floor surfaces, clean tables, clean toilets and sinks and ensure in good working order, and empty bins on a daily basis. Cleaning contractors will supply all cleaning products that they use and are responsible for implementing safe working methods and storage arrangements.

During the working day, staff are responsible for clearing any spillages, wet floors etc that result from their activities, or for raising with the caretaking team if this is not possible. If an issue has the potential to be a safety hazard (e.g. a wet floor at the top of a staircase), this should be reported to the school office so that prompt action can be arranged.

Servery Staff / Caretaker to ensure the hall is left clean and tidy at the end of lunchtime, and chairs and tables stored safely.

## Appendix A – School Emergency Procedures

[P:\Policies\Emergency Plan Mar 2018.doc](#)

## **Appendix B – Temporary Arrangements to Manage COVID-19 Infection Risk**

***These arrangements were last reviewed on: 1<sup>st</sup> September 2021***

The following measures will be implemented to minimise risks to staff, students and visitors to the school, as well as to their families.

### ***Overriding Principle:***

The school recognises that it does not hold specialist expertise in the field of infectious diseases, and therefore the overriding principle underpinning all decisions will be to follow the advice of the Department of Education and Public Health England. All arrangements listed below are intended to put this advice into practice. The arrangements will be frequently reviewed in light of updated official advice, as well as practical experience within the school.

The arrangements listed below should be read in conjunction with the official advice at the time, as the detailed advice will not be fully repeated within this document. Specific Government requirements will be met and will not be repeated here.

The following practical arrangements will be made in order to maximise compliance with the Government guidance (it is noted that some recommendations are absolute and others require schools to make best efforts to achieve certain conditions where practical).

#### **i. Curriculum and staffing arrangements:**

The Government guidance is that children should no longer remain in class ‘bubbles’ therefore all children will be allowed to mix freely on school premises

#### **ii. Arrangement of classrooms and social distancing within classrooms:**

Social distancing will no longer take place in classrooms. All rooms will be well ventilated at all times.

#### **iii. Mixing of children outside of classroom lessons:**

Children will share the playground and toilet facilities.

#### **iv. Provision of handwashing and hygiene facilities:**

Sufficient handwashing facilities are in or near learning environments.  
Hand sanitiser is also available in each learning environment.

#### **v. Arrangements for drop-off and collection of pupils by parents:**

Regular start and finish times will be resumed with parents being allowed on site.

#### **vi. Arrangements for cleaning:**

Touchpoint cleaning will take place every lunchtime.  
Regular cleaning will take place at the end of every day. Cleaning materials will be supplied in all staff shared areas and staff will be asked to clean after use.

**vii. Arrangements to encourage hand cleaning and appropriate hygiene amongst pupils:**

Children will wash their hands, accompanied by an adult:

- When they arrive in school
- When they change venue in school
- Before and after eating
- Before they go home

**viii. Adjustments to transport arrangements:**

N/A

**ix. Arrangements for treatment of ill pupils:**

PPE for first aiders is available.

Pupils will be required to go home if COVID symptoms are present and follow public health advice.

**Catering and dining arrangements:**

Classes will mix during lunchtime as the class bubbles will no longer be required. The hall will remain well ventilated at all times.

**x. Arrangements for staff welfare facilities:**

The staffroom will be made available and staff will no longer be required to maintain social distancing.

**xi. Social distancing arrangements for staff in non-classroom-based roles:**

Office closed to parents. Visitors will be allowed on site.

**xii. Communication of arrangements:**

Letters written to parents to update and communicate arrangements as decisions are made  
Staff have been emailed with current guidance and staff meetings will resume.